

Appendix
Updated 8/12/2008

**Procedure for
Educational Continuity for Children in DCF Custody**

In exceptional cases, a DCF worker, in collaboration with a representative of a foster child's coordinated services planning team, may determine that the child's educational needs can be best met by attendance at a public school located in a district outside of where the child is currently living. This may be the district where the child previously attended or may attend upon return home. This determination shall be based on the child's history, present circumstances and permanency needs. The recommendation of the DCF worker and team representative shall include input relating to the child's educational best interests from school officials associated with the proposed placement school, and the current educational placement. In making this recommendation consideration should be given to how attending the proposed school would advance the goals of the child's case plan in ways that could not otherwise be met by pursuing an education in the district where the child is residing.

For students for whom the proposed educational placement will be in the district of parental residence, the DCF Family Services worker will send a letter to the superintendent to make the enrollment request. The school board will consider the request and their decision will be final.

If the home school agrees to the request they will send a letter to the Commissioner of Education, copied to the Interagency Coordinator, for approval of the proposed alternative plan for the education of the student.

For students for whom the request is for a school district outside the district of either parent's residence, the following will apply:

1. The DCF Family Services worker shall submit the request to the educational officials of the proposed school district in which enrollment is sought. The request developed by the team should explain the nature and reasons for the request, including an explanation of why the child's educational needs will best be met by attendance at the proposed school. The request shall also contain a plan for transportation of the child by DCF to the educational placement. DCF will pay for the child's transportation beyond available and existing means of transportation.

2. The DCF Family Services worker shall provide any additional information required by local school authorities to assist them in their consideration of the request.
3. The DCF worker should request an expeditious decision from local school officials regarding the request.
4. If the local educational officials grant the request and it is the school in which the student is already attending the student will remain in said school. If it is not the school the student is currently attending, the DCF Family Services worker should enroll the child in the proposed school as soon as practicable. The receiving school will request the Commissioner of Education's approval of the student's alternative educational plan, finalizing the reimbursement process for the agreed upon school district.
5. If the local educational officials deny the request, the DCF Family Services worker shall ask the reasons for the denial and make a case note of the same.
6. The DCF Family Services worker, in consultation with the DCF Family Services supervisor, may seek immediate further review of the request. This review shall be commenced immediately by contacting the DCF operations manager.
7. The DCF worker shall send to the DCF Operations Manager the same materials presented to local school officials, the student's current case plan and the reason for the denial by the local school officials. The DCF worker shall provide any additional information required by the DCF Operations Manager or by the Commissioner.
8. The DCF Operations Manager shall forward the case information package to the Commissioner within 3 working days.
9. The DCF Commissioner will review, and forward the case information package to the DOE Commissioner.
10. The DOE Commissioner makes the final determination and informs the DCF Commissioner.
11. The DCF Commissioner shall inform the DCF Family Services Operations Manager of the outcome of the review. The Family Services Operations Manager shall inform the DCF Family Services District Director of the decision.